

CAREER EXECUTIVE ASSIGNMENT

CEA

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EXAMINATION ANNOUNCEMENT

The California Commission on Teacher Credentialing seeks an experienced individual with strong administrative, management, and leadership experience; an understanding and appreciation of the mission and structure of the Commission; and a superior reputation among education, teacher preparation, and teacher licensure experts, and/or state officials to direct the Office of Governmental Relations.

POSITION: *Director, Office of Governmental Relations*
CEA 1

EXTENDED FINAL FILING DATE: December 17, 2004

SALARY RANGE: \$5768 - \$7324

Agency - The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. It was created in 1970 by the Ryan Act and is the oldest of the autonomous State standards boards in the nation. The Commission serves as a State standards board for education preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California. The mission of the California Commission on Teacher Credentialing is to assure the talented educators that our students deserve and our communities require by ensuring that those who educate the children of California are academically talented and professionally prepared.

Duties/Responsibilities - Under the general direction of the Executive Director, this position functions as the chief legislative advisor to the California Commission on Teacher Credentialing and is responsible for the planning, organizing, coordination, and implementation of governmental relations for the Commission; direction of staff in completing legislative activities involving legislation as introduced and amended; serve as chief staff in providing detailed analyses and evaluations of legislation pertaining to the Commission's activities and programs; coordinates communication with the Legislature, between Legislative staff and Commission staff, and with higher education officials, and private citizens concerned with the Commission's activities; testifies and arranges for Commission staff to testify before the Legislature on bills affecting California's teacher education, examinations, certification, and program assessment; represent the Director and consult with Commissioners, key management members, legislative members, segments of elementary, secondary, adult and vocational academic communities, and high-level management of local, State, and federal governmental agencies; prepares and delivers presentations to various interest groups at special meetings and conferences; and responds to requests from various media for information on legislation concerning the Commission.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Minimum Qualifications - Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code, Section 18992.

And

Ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Commission's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Commission's Equal Employment Opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, other government settings, or in a private organization):

- Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

Desirable Qualifications -

- Executive level experience administering a legislative and governmental program.
- Executive experience addressing legislative policy issues for teacher licensure.
- Demonstrated ability to supervise multi-disciplinary professional staff, participate in public forums, represent the Commission in teacher licensure matters, and serve in a consulting and coordinating capacity with other Commission functional areas statewide.
- Experience-based knowledge of managing in State government; experience in strategic planning, policy development, leadership, supervision, and organizational awareness.
- Broad and comprehensive knowledge of the Commission's roles and responsibilities.
- Knowledge of the California Education Code and federal and State regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.
- Demonstrated success in developing and implementing organizational improvements.

- Experience working with a public board or similar body.
- Proven leadership skill as evidenced in effectively resolving major organizational policy issues or problems.
- Secure commitment to continuous improvement.
- Evidence of effective communication with internal and external constituencies.
- Demonstrated ability to foster and apply to principles of consultative governance, reflecting the use of strong collaborative decision making skills.
- Possess excellent oral and written communication skills.
- A master's or doctorate degree from an accredited institution.

Personal Characteristics - Demonstrated outstanding leadership skills with a solid record of achievement as an executive. Broad knowledge of education issues; excellent consensus building, negotiation, communication skills; and reputation for honesty, integrity, strong character, and creative strategic thinking.

Examination Information - The examination process will consist of a standard State Application, Statement of Qualifications, and Supplemental Application screened by an evaluation committee. Applicants must submit an Examination and/or Employment Application, STD 678 that clearly states their experience, periods of employment, and job titles; **and** a Statement of Qualifications, (in two pages or less) which specifically addresses why their knowledge and experience relative to the qualifications, are applicable to this position. Resumes are optional however, a resume does not take the place of the Statement of Qualifications. The evaluation committee will assess each candidate's qualifications based on the minimum qualifications, desirable qualifications, and personal characteristics for the position, and the competitive nature of each candidate's relevant experience. Based on the committee's evaluation of the competitive group, the most qualified candidates will receive an in-depth Supplemental Application to complete and return and **may** be scheduled for an interview.

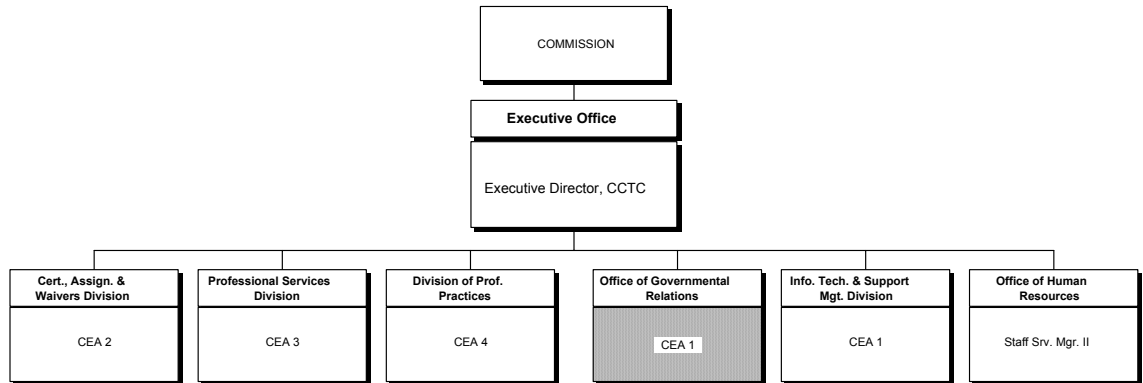
The design of the Supplemental Application is to elicit an applicant's abilities as demonstrated by quality and breadth of experience, measuring competitively each applicant's knowledge, and abilities. Each applicant's education, experience, training, and demonstrated personal development will be evaluated and scored according to structured rating factors. Candidates will be ranked competitively and notified of examination results. In order to be successful in this examination, a minimum rating of 70% must be attained. The Executive Director will make the final selection. The results of this examination may be used to fill subsequent vacancies for the position identified on this examination bulletin. Applications will be retained for twelve months.

How to Apply - All applicants must submit an Examination and/or Employment Application, STD 678 **and** Statement of Qualifications no later than 5:00 p.m., on November 30, 2004. Examination Applications and Statement of Qualifications postmarked, personally delivered, faxed, or received via interoffice mail after the final file date will not be accepted. Examination Application, STD 678 are available and must be filed in person or by mail with:

California Commission on Teacher Credentialing
 Human Resources Section
Attention: Heidi Brida
 1900 Capitol Avenue
 Sacramento, CA 95814-4213
<http://www.hbrida@ctc.ca.gov>
 (916) 322-6199

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Special Testing Arrangements - If you have a disability and need specific testing accommodations, mark the appropriate box in Question 2. of the “Examination Application, STD 678.” Applicants will be notified to make special arrangements.



Revised Release Date: December 2, 2004